

RULE I

MEETINGS OF THE BOARD

- SECTION 1: The board shall hold one regular meeting within each quarterly period of the fiscal year, in the months of January, April, July, and October. The board shall hold such special meetings as may be called by the chairman or as provided in Act 282.
- SECTION 2: Unless otherwise provided in the notice for such meetings, all meetings shall be held at the Plaquemine City Hall Council Chambers.
- SECTION 3: Notice of all meetings, including regular meetings, shall be given by posting such notices in the city hall, not less than five (5) days before the date fixed for such a meeting, unless otherwise provided by law. Such notice shall state the time, place, and subject matter to be covered, and whether said meeting is regular or special.
- SECTION 4: Special meetings of the board will be held only upon call of the chairman, or in his absence, the vice-chairman, or as provided by Act 282.
- SECTION 5: All board meetings shall be open to the public, except when the board meets in executive session.
- SECTION 6: All board members must be notified not less than five (5) days preceding all board meetings.

RULE II

SUBJECT MATTER OF MEETINGS

- SECTION 1: At regular meetings of the board it shall consider all new and old business which may be brought to its attention in the manner hereinafter provided.
- SECTION 2: At special meetings the board shall consider only those items of business for which the meeting was called, except by agreement of a majority of the board members, other matters may be considered.

RULE III

ORDER OF BUSINESS

- SECTION 1: At regular meetings the order of business shall be as follows:
1. Reading of the minutes.

2. Special and general reports.
3. Decisions and orders on matters considered at previous hearings and meetings.
4. New business.

SECTION 2: At special meetings the order of business shall be as follows:

1. Reading of the minutes.
2. Decisions and orders on matters considered at previous hearings and meetings.
3. Hearing of matters previously fixed for the special meeting.

RULE IV

EXECUTIVE SESSIONS

SECTION 1: The board, if required, will meet in executive session before regular or special meetings, or by majority vote when considering sensitive matters. All voting on matters discussed in executive sessions will be conducted upon return to public meeting.

RULE V

APPLICATION FOR APPEALS AND HEARINGS

SECTION 1: Any person authorized to appeal to the board under the provisions of The Civil Service Law may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. Application for appeals to the board under the provisions of Section 2561 of the Civil Service Act shall be made only by regular employees in the classified service and shall be limited to matters involving discharge, corrective or disciplinary action and the application shall so state. All other request for hearings shall set for the section of the Civil Service Act under which the application is brought and shall contain a statement of the jurisdiction which the application is brought and shall contain a statement of the jurisdiction of the board. All applications for appeals and other hearings must be signed by applicant or his counsel, if any, and must give the full name and post office address of the applicant and of his counsel. Written notice

shall be filed with the chairman of the board and a copy thereof filed with the vice-chairman of the board. An additional copy shall be furnished the board for service on the authority or person against whom action the appeal is taken, if any.

SECTION 2: No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where written notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such notice is given.

SECTION 3: The secretary of the board shall cause the date of filing to be noted on each notice of appeal and shall file said appeal on the appeals docket, giving the said appeal an appropriate title.

RULE VI

PROCEDURE ON APPEALS

SECTION 1: All hearings on appeals shall be open to the public.

SECTION 2: Parties shall have the right, but shall not be required, to be represented by counsel, who must be duly licensed to practice law within the State of Louisiana. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

SECTION 3: The rules of evidence as applied in civil trials before the courts of this state need not be strictly complied with, but the board shall limit evidence to matters having a reasonable relevance to the issues before the board.

SECTION 4: Parties and witnesses shall be subject to cross-examination as in civil trials. The board looks with favor upon stipulations of undisputed facts.

SECTION 5: The board may, on request of any party or on its own motion, place witnesses other than the parties under the rule of the board and thus exclude them from the hearing room.

SECTION 6: Any party desiring the issuance of a subpoena for the attendance of a witness or for the production of books or papers must apply for appropriate order in writing at least five (5) days before the time

fixed for the hearing.

SECTION 7: The written rules, regulations and procedures of the civil service board and Act 282 will be the basis of all hearings and appeals.

RULE VII

DISMISSAL OF APPEALS

SECTION 1: If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon such evidence as may be adduced at the hearing.

RULE VIII

TRANSCRIPTS OF HEARINGS

SECTION 1: If any party to the hearing desires a permanent transcript of the hearing, he shall furnish a court reporter for said purpose at his own expense. Where a court reporter is furnished, the original of the transcript shall be filed with the board and shall become part of the permanent record of the appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible.

RULE IX

OTHER HEARINGS

SECTION 1: All other hearings of the board shall be instituted and shall be conducted in accordance with the above and foregoing rules and The Civil Service Law in general.

RULE X

APPLICATION FOR ADMISSION TO TEST

SECTION 1: Test for entry upon promotional and competitive employment list shall be advertised for, and

administered in accordance with Section 2552 of the Civil Service Act. Test for entrance upon competitive employment list may be given as the needs of the service require, and shall be given after any existing competitive eligible list is fifteen (15) months old and before said list expires. Test for entry upon promotional employment list may be given after any existing list is twelve (12) months old and not yet expired.

SECTION 2: Applications for admission to tests on board approved forms, will be received by those individuals designated by the board at any time before final date for receiving applications. Approved applicants will be notified at least five (5) days in advance of the date fixed for the exam. Individuals designated to receive applications will forward such applications to the board secretary and shall be kept as a permanent record of the board in accordance with the Civil Service Act.

SECTION 3: Promotional and competitive employment list shall be maintained by the board for eighteen (18) months.

SECTION 4: Admission to test shall be governed by provisions of Section 2553 of the Civil Service Act.

SECTION 5: When results of any examination are furnished to the board by the State Examiner, the chairman shall forthwith call the board for a special meeting for approval thereof. Employment list shall become effective upon approval of and by a majority of the board and filing of the same by the board with the State Examiner.

RULE XI

DISTRIBUTION OF BOARD RULES

SECTION 1: A copy of the board rules shall be distributed to each board member, governing body one (1) copy, police and fire chief one (1) copy, police and fire bulletin boards one (1) copy, and State Examiner one (1) copy.

SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XII**LEAVES OF ABSENCE AND HOLIDAYS****SECTION 1: Leaves of Absence-Police and Fire****A. Leaves of absence are classified as follows:**

1. Leave of absence with pay.
2. Leave of absence without pay.
3. Absence without leave and pay.
4. Administrative leave - The appointing authority may grant administrative leave with pay for periods not to exceed thirty (30) days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee. This period may not be extended beyond thirty (30) days without approval of the civil service board.

B. Sick Leave

Every classified employee that was employed by the Plaquemine Fire Department or the Plaquemine City Police Department on January 1, 1999, will start with 50 days of sick leave and will accrue one day sick leave every month. This period shall be fifty-two (52) weeks when the disability or incapacity is a result of a job related circumstance and is actually warranted. One (1) day sick leave for every month worked while employee is on competitive probational status. Probational employees will be eligible for the fifty-two week job related disability. The appointing authority may institute those policies necessary to prevent abuse of the leave rule.

Any classified employee that was employed by the Plaquemine Fire Department or the Plaquemine City Police Department after January 1, 1999, will accrue one (1) day sick leave for every month employed. This period will be fifty-two (52) weeks when the disability or incapacity is a result of a job related circumstance and is actually warranted.

Sick leave may not be used for absences incurred because of attendance to personal affairs.

When an employee of the classified service is ill and cannot report for duty, it is his responsibility to notify his supervisor or the person designated by the chief of the department not later than two (2) hours before he is scheduled to report for duty. Failure to call, as indicated above will result in the forfeit of pay as it is classified as "Absence Without Leave and

Pay".

It is understood and agreed that those classified employees working twenty-four (24) hour shifts will be entitled to the accrual of twenty-four (24) hours of sick leave per month, however, the twenty-four (24) hours accrued will be treated as one (1) day of sick leave. It is understood and agreed that those classified employees working twelve (12) hour shifts will be entitled to the accrual of twelve (12) hours of sick leave per month, however, the twelve (12) hours accrued will be treated as one (1) day of sick leave. It is understood and agreed that those classified employees working eight (8) hour shifts will be entitled to the accrual of eight (8) hours of sick leave per month.

Sick leave can be accrued without limit and can be carried over from year to year. Upon the retirement of a classified employee, as demonstrated through proper documentation by the Louisiana Municipal Retirement System, the City of Plaquemine agrees to pay the retiring classified employee fifty per cent (50%) of the accrued sick leave by the retiring classified employee, with a maximum obligation by the City of Plaquemine to the retiring classified employee of one hundred twenty-five days of sick leave (125).

Light duty policy:

A light duty policy is in effect. This policy will be determined at the digression of the appointing authority and the Plaquemine Municipal Fire and Police Civil Service Board.

C. Illness and/or Death in Immediate Family

Illness/Death Leave would be two (2) days total while on competitive probational status. Any employee who has a classified permanent class will have up to four (4) days per year for serious illness and/or death in the immediate family. There shall be no accrual of this leave from year to year. The employee is required to submit a doctor's certificate indicating the illness or condition which justified his absence. "Immediate Family" means grandparents, father, mother, spouse, children, brothers, or sisters. Additional leave may be granted and charged against annual leave.

If an employee of the classified service has an illness and/or death in his immediate family and cannot report for duty, it is his responsibility to notify his supervisor or the person designated by the chief of the department not later than two (2) hours before he is scheduled to report to duty.

D. Examinations

Each employee of the classified service will be granted "Leave of Absence with Pay" to take a Municipal Fire and Police Civil Service examination.

Provisional employees are granted "Leave of Absence with Pay" to take a Municipal Fire and Police Civil Service examination for the class that they hold provisionally.

E. Jury Duty

Absence because of jury duty is Leave of Absence with Pay". However, the jury notice must be presented to the chief of the department or the person designated by the chief to receive such notice at least five (5) days in advance of such jury duty.

F. District Court Attendance

Attendance in district or city court on departmental business is with pay provided that the attendance is ordered by subpoena or other court order. Should any employee of the classified service be required to be in attendance in court on his off time, such time shall be considered as time worked or on duty.

Each member of the classified service must present to the chief of the department or the person designated by him, any such notice to appear in court within twenty-four (24) hours of receipt of such court order. Copy of such notice shall also be sent to the board.

G. Military Leave with Pay

Members of the classified service who are members of the National Guard or one of the Armed Force Reserve units are entitled to a maximum of fifteen (15) calendar days annually for ordered duty. Classification of leave of absence for the fore mentioned will be "Leave of Absence with Pay".

Each member of the classified service shall give such notice of ordered duty at least thirty (30) calendar days in advance to the chief of the department and this board if known by him. Should the employee be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.

H. Military Leave without Pay

Any member of the classified service called into the Armed Forces will be carried on military leave without pay until he returns to duty. The employee is required to notify the chief of the department or the person designated by him to receive such notice and this board when he receives such notice.

Any member of the classified service called into the Armed Forces will be allowed to take whatever annual leave to which he is entitled.

Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from service.

Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section G. Should the employee have used all leave entitled to in Section G, he shall be granted military leave without pay.

I. Personal Time Off

Each member of the classified service may apply to the chief of the department for personal time off, when such time off will not exceed two (2) days and this leave is classified as "Leave of Absence without Pay".

Any member of the classified service taking personal time off without applying for same, shall be considered as "Absent without Leave or Pay".

J. Annual Leave-Police and Fire

- (i) Fire Department and Police Department Annual Leave for Employees Working Twenty (24) and Twelve (12) Hour Shifts

Each Fire Department and Police Department employee of the classified service working twenty-four and twelve hour shifts, after having served one (1) year, will be entitled to an annual vacation of one hundred twenty hours with full pay. After completing three (3) years of service, each employee will receive one hundred fifty-six (156) hours of annual vacation with full pay. After completing seven (7) years of service, each employee will receive one hundred eighty (180) hours of annual vacation leave with full pay. After ten (10) years of service, each employee will receive eight (8) hours of vacation leave for each additional year completed, not to exceed two hundred fifty-six (256) hours. After completing eighteen (18) years of service, each employee will receive two hundred fifty-six (256) hours of annual vacation with full pay.

- (ii) Fire Department and Police Department Annual Leave for Employees Working 8-Hour Shifts

Each Fire Department and Police Department employee of the Classified Service after having

served one (1) year, shall be entitled to an annual vacation of one hundred twelve (112) hours with full pay. After completing three (3) years of service, each employee shall receive one hundred forty-four (144) hours of annual vacation with full pay. After completing seven (7) years of service, each employee shall receive one hundred sixty-eight (168) hours of annual vacation leave with full pay. After ten (10) years of service, each employee shall receive eight (8) hours of vacation leave for each additional year completed, not to exceed two hundred forty (240) hours. After completing eighteen (18) years of service, each employee shall receive two hundred forty (240) hours of annual vacation with full pay.

- (iii) EIGHT HOUR EMPLOYEE - Employee whom works an eight hour shift, vacation earned in one (1) year of service shall be carried over to the employees anniversary date. Thereafter on the employees anniversary date an employee shall be allowed to carry over forty (40) hours of leave that was earned during the calendar year, which maybe accrued unlimited.

Any hour over the annual carry over limit of forty (40) hours as the employees anniversary date shall be forfeited. This means that an employee earning eighty (80) hours of vacation must take at least forty (40) hours of vacation before the employees anniversary date.

TWELVE HOUR SHIFT EMPLOYEE'S - Employee earning one-hundred-twenty hours (120) of vacation must take at least seventy-two (72) hours of vacation before the employee's anniversary date. Any hour over the annual carry over limit of forty-eight (48) hours as the employees anniversary date shall be forfeited. This means that an employee earning one-hundred-twenty (120) hours of vacation must take at least seventy-two (72) hours of vacation before the employee's anniversary date.

Twenty-four (24) Hour Shift Employee's - Employee earning one-hundred-twenty (120) hours of vacation must take at least seventy-two (72) hours of vacation before the employees anniversary date. Any hour over the annual carry over limit of forty-eight (48) hours as the employees anniversary date shall be forfeited. This means that an employee earning one-hundred-twenty (120) hours of vacation must take at least seventy-two (72) hours of vacation before the employees

anniversary date.

Exception for special circumstances maybe granted by the Mayor and the Appointing Authority.

Vacation leave unused upon termination for any reason other than retirement shall be paid to the employee in their final paycheck. Vacation leave unused for an employee retiring from a qualified retirement plan maybe taken off as time off prior the employee's date of retirement or paid to the employee on a bi-weekly basis subsequent to the employee's date of retirement is considered for a payout of an accumulated benefit all remaining hours shall be paid at the employee's last regular pay.

A break-in continuity of employment ninety (90) days or more shall place the employee at the initial step in accumulation of vacation time rate. A break-in of service shall be defined as voluntary severance on the part of the employee or a military absence shall not be considered a break-in continuity of employment.

K. Holidays

1.	New Years	January 1st
2	Martin Luther King Day	Third Monday in January
3.	Mardi Gras	Tuesday before Ash Wednesday
4.	Good Friday	Friday immediately preceding Easter
5.	Memorial Day	Last Monday in May
6.	Independence Day	July 4 th
7.	Labor Day	First Monday in September
8.	Election Day	Presidential Election only - First Tuesday in November
9.	Veteran's Day	November 11 th
10	Thanksgiving Day	Fourth Thursday in November
11.	Thanksgiving Friday	F r i d a y a f t e r Thanksgiving
12.	Christmas Day	December 25 th
13.	Employees Birthday	Floating Holiday

Employee's whom work on a holiday shall be paid two times there pay scale for the hours on the Holiday.

The fire and police classified employees shall also be entitled to all holidays declared by the Mayor of Plaquemine for the Plaquemine city employees that has not

been adopted by the board.

Employees who are considered 40 hour a week employees - when a holiday adopted by the board falls on a Saturday the preceding Friday shall be the employee's holiday. When a holiday adopted by the board falls on Sunday, the following Monday shall be the employee's holiday.

Employees who work 12-hour and 24-hour shifts - the holidays adopted by the board shall be observed on the Calendar day of the holiday which begins at 12:00 A.M., and ends at 11:59 P.M.

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